



Talbot County Department of Planning and Zoning
215 Bay Street, Suite 2
Easton, Maryland 21601
410-770-8030

Subdivision Final Application
(Minor, Major and Small Scale)

Office Use Only:

Fee Paid: _____ Application Received Date: _____ Time: _____
T.A.C. Date: _____ Planning Commission Date: _____ C.R.M. Date: _____
Critical Area: _____ Forest Conservation Plan: _____

Minor Subdivision – A subdivision that meets all of the following conditions:

- A. Proposes to create no more than three new lots; and
- B. Will result in a cumulative total of no more than three lots being divided from the original parcel; and
- C. Does not require the creation or modification of a public or private road.

Major Subdivision – This term includes all of the following types of subdivisions located in Tiers I, II which are served by public sewerage or III:

- A. A subdivision of four or more lots.
- B. Subdivision(s) that result(s) in the cumulative creation of four or more lots from the original parcel.
- C. A subdivision that creates or modifies a public or private road.

Subdivisions, Small Scale – This term includes all of the following types of subdivisions located in Tier II which are not served by public sewerage and in Tier IV:

- A. A subdivision of four or more new parcels or lots, but no more than seven new parcels or lots.
- B. Subdivision(s) that result(s) in the cumulative creation of four or more lots, but not more than a total of seven new parcels or lots from the original parcel.
- C. A subdivision that creates or modifies a public or private road which creates less than eight new lots.

Minor Subdivision: _____ Major Subdivision: _____ Small Scale Subdivision: _____

Important: *Applications on which all required information is not furnished will be returned for completion before processing, and shall not be considered filed with this department.*

Applicant’s Signature

Date

Note: Plats cannot be recorded until Final approval has been granted. Recording slip shall be provided to Department of Planning and Zoning within 5 days of recordation with the Clerk of the Courts Office.



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IMPORTANT: Please submit one (1) copy of the following information for initial review for completeness. The Department will determine within fifteen (15) days of submission if the application is complete. No application shall be deemed complete for processing unless all the information below has been included, and all filing fees have been paid.

Land Development Application **must** be submitted with all Subdivision Applications: _____

Subdivision Final Plan Requirements

- _____ 1. Preliminary plat approval within past 12 months. Final plat shall be substantially consistent with the approved preliminary plat.
- _____ 2. 1/3 original application fee or based on current configuration (**Major and Small Scale Projects Only**).
- _____ 3. 24” x 36” final plat prepared by a registered Engineer or Surveyor and represented at a scale of not more than 100 feet per inch.
- _____ 4. All current and recorded deeds for the proposed property to be subdivided **if** the ownership or configuration of the property has changes since the application for preliminary plat review.
- _____ 5. Itemized description of changes and/or revisions to the plat or application since previous submission.
- _____ 6. Completed checklist addressing all requirements for Final Plan submittal.
- _____ 7. A title search prepared by a qualified professional, as determined by the Planning Director, for all Subdivisions required by the Planning Director based on the review of the deeds for the property.
- _____ 8. If the title search indicates that any of the land being subdivided is subject to historic, conservation or similar easements, copies of the easements and the boundaries of the land subject to the easements.
- _____ 9. Evidence of approval of construction plans for all proposed subdivision improvements including, but not limited to, roads, stormwater management, and sediment and erosion control.
- _____ 10. Finalized, ready for approval, public works agreements or developer agreements.
- _____ 11. Final copy of any private covenants for the subdivision.
- _____ 12. Evidence of special exception approval for riparian subdivisions to be served by a community pier.
- _____ 13. Finalized, ready for approval, reservation of development rights agreements.
- _____ 14. Evidence of approval for any permits or plans required by other county, state or federal regulations, if applicable.
- _____ 15. Written assurance that every person identified in the deeds and title search as having an interest in the property has been notified of the proposed subdivision.

Upon determination that the following items have been deemed complete by the Department of Planning and Zoning, please assemble and submit ten hard copy packets with ten (10) copies of Items 3-6. Also, please provide single hard copies of the remaining items. If produced electronically, one electronic copy of the required submission materials, in pdf format, shall also be submitted.

File Number: _____

Please note that a greater or a fewer number of copies may be required to be submitted, as determined by the Department to be appropriate. A determination of completeness does not constitute a determination that the application meets the requirements for approval and does not preclude the Department from requesting additional information or materials in the future to complete the review of the application.

Applicant failure to adequately address all application and checklist items and those specifications in accordance with Chapter 190 of the *Talbot County Code*, may result in a project being considered incomplete or inaccurate, any such deficiencies may result in return of application without proceeding through the review process.

Applicant’s Signature

Date

As a Maryland registered design professional/surveyor I hereby certify that this application and associated plan(s) are technically correct and accurate to the extent necessary for meeting Talbot County requirements for Final Subdivision Submission.

Signature of Maryland Registered
Design Professional/Surveyor

Date



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Subdivision Final Plan Checklist
(Notations and information)

Surveyor: _____

Checklist completed by: _____

Plat reviewed by: _____

The Surveyor will review each plat submission and application for completeness and accuracy. Each item shall be reviewed and checked as follows:

- Y = Information Complete and Accurate
- N/A = Information Not Applicable
- W = Waiver of required information. Submit separate request in writing to Planning Officer.

- _____ 1. All notations and information as required for Sketch Plan and Preliminary Plat.
- _____ 2. Notation of any self-imposed restrictions and location of any building restrictions lines proposed to be established in this matter.
- _____ 3. All monuments erected, corners, and other points established in the field in their proper places. The material of which monuments, corners, or other points are made shall be noted at the representations thereof or by legend on the plat.
- _____ 4. An owner’s statement to the effect that the applicant is the owner of the property shown on the final plat and that the plan of subdivision is made with their consent and desire to record the same.
- _____ 5. The owner’s statement must be signed by all owners with a separate notary signature for each owner.
- _____ 6. If the owner of land is a corporation, the title and name of the representative signing the plat for the corporation shall appear on the plat.
- _____ 7. Signature and seal of the licensed land or property line surveyor responsible for the plat.
- _____ 8. Spaces of endorsement of the County Health Officer, County Engineer and County Planning Officer with appropriate signature block wording.
- _____ 9. Approved construction plans for all proposed improvements including, but not limited to roads, stormwater management plans and sediment and erosion control plans.
- _____ 10. Evidence of approval for any permits or plans required by any other County, State or Federal regulations if applicable.
- _____ 11. Written assurance by every person having a security interest in the subdivision property indicating that they endorse the subdivision.
- _____ 12. Finalized, ready for approval, subdivision improvements agreements and guarantees between the developer and the County.
- _____ 13. Final copy of any private covenants for the subdivision.

- _____ 14. Finalized, ready for approval, Reservation of Development Rights Agreements.
- _____ 15. In the event that the final ruling of the Planning Officer on a preliminary or final plat is appealed to the Board of Appeals, a notation of the Board’s action on the appeal shall be placed on the final plat with the date of the Board’s action.
- _____ 16. Topography may be removed from the final plat submission.

Based on unique characteristics of each parcel the Technical Advisory Committee may require additional information be submitted.

Applicant failure to adequately address all application and checklist items, and those specifications in accordance with Chapter 190 of the *Talbot County Code*, may result in a project being considered incomplete or inaccurate, any such deficiencies may result in return of application without proceeding to the next level of review. Only that information submitted with the original application and in compliance with submittal deadlines will be reviewed by the Technical Advisory Committee.

Applicant’s Signature

Date

I hereby certify that this checklist and associated plan are technically correct and accurate to the extent necessary for meeting Talbot County requirements for final subdivision submission.

Surveyor Signature

Date



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Adjacent Property Owner List

Name(s) and Addresses of the adjacent property owner(s) as required by Chapter 190 of the *Talbot County Code*. Said mailed notice shall be directed to the address to which the real estate tax bill on property is sent. This information can be obtained by contacting Maryland Department of Assessment and Taxation at 410-819-5920 or on their web site at <http://www.dat.state.md.us>.

Name and Address	Map	Grid	Parcel & Lot #

**Applicant is responsible upon application submittal for payment of postage for each property owner notified above.*

Applicant’s Signature

Date



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Independent Procedures Disclosure and Acknowledgement Form

Proposed Project Name: _____

Physical Address of Property: _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Zone: _____

Name of Applicant: _____

Phone Number(s): _____

Agent/Attorney: _____

Phone Number(s): _____

Applicant's Email Address: _____

Agent's Email Address: _____

Property Owner: _____

Phone Number(s): _____

Applicant acknowledges and understands:

1. This Application may be subject to local, state and federal laws, ordinances, rules, or regulations (hereafter "Laws") other than those that the Department of Planning and Zoning, Planning Commission or Board of Appeals reviews, administers, or applies in connection with this review.
2. Other agencies, including but not limited to the Talbot County Health Department, Division of Environmental Health, Maryland Department of the Environment, U.S. Army Corps of Engineers, Maryland Department of Natural Resources, US Fish and Wildlife Service and others may also have review authority over the project or development proposed in the application.
3. Applicant remains solely responsible for compliance with all applicable laws, ordinances, rules, or regulations.
4. Applicant understands that review of this Application does not necessarily include review of any other applicable laws.
5. Applicant understands that neither the Department of Planning and zoning nor any of its employees has authority to grant permission or approval of any project or proposed development that violates any applicable law, ordinance, rule, or regulation of Talbot County, Maryland, and that any such approval issued in error has no enforceable legal effect.
6. Applicant understands that any decision issued by the Department of Planning and Zoning, Planning Commission or by the Board of Appeals does not necessarily guarantee or assure the applicant that this project or proposed development may proceed.

I HEREBY CERTIFY that I have read, acknowledge, and understand the foregoing.

Applicant's Signature

Date

Attorney/Agent's Signature

Date



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Property Directions

Directions to the Applicant’s Property. Please Print Legible.

All Structures and Additions must be staked out upon submittal.